Soaring, searching, and succeeding!

Morningside Elementary Library Program
2018-2019 School Year

- Automated Library Management system
- Highly Qualified Staff
- Media lessons aligned with College & Career Readiness Standards
- Informational Literacy and technology skills taught & promoted

<u>**Certified Library Media Specialist**</u>

Sara Givens
Work 221-1545
FAX 221-1542
sgivens@mcpss.com

<u>**Duties and Responsibilities of the Library Media Specialist**</u>
Administrative
- Establishes annual and long-range goals for the library media program.
- Plans, arranges, administers, operates, and supervises the library media center.
- Continues to develop collection with academic community in mind.
- Encourages faculty input concerning suggestions for purchase.
- Maintains an efficient system of classifying, cataloging, and circulating all library materials.
- Arranges interlibrary loans within the school district.
- Assists teachers in locating resources to supplement instruction.
- Encourages appropriate conduct in the media center.
- Keeps record of student use, circulation, purchases, and losses; provides regular reports concerning the library as required by the administration.
- Trains and supervises media clerk and volunteers.
- Provides leadership in the integration of technology into all areas of the curriculum.
- Supervises the regular inventory of library materials, evaluates the collection, weeds obsolete and worn materials, and updates inventory records and catalog.

Instructional
- Plans collaboratively instructional units incorporating content area and information skills objectives.
- Instructs teachers and students in the use of the library system.
- Helps students develop attitudes, habits, and skills leading to lifelong library use.
- Applies current and innovative methodology in delivering instruction to individuals and groups in a variety of formats.
- Participates on many local school committees.
- Creates a user-friendly atmosphere to encourage cooperation.

Consultant
- Encourages free inquiry by exposing students to broad range of ideas.
- Provides orientation.
- Prepares bibliographies upon requests.
- Understands role of technology in instruction, student learning, and professional development.

Professional
- Attends workshops, in-service activities, webinars and conferences to enhance professional skills.

- Plans for professional development relating to information technology and resources for other staff members.
- Utilizes electronic resources.
- Informs staff about copyright regulations.
- Provides staff development in the use of instructional resources and information technologies.
- Participates in professional associations on the local, state, and national level.

Student Assistants and Volunteers' Areas of Strength
- Check materials in and out at the circulation desk.
- Return books and materials to their proper places and read shelves.
- Type, word process as needed.
- Mend print materials.
- Print and distribute overdue notices.
- Prepare instructional materials, display, or bulletin board items.
- Aid patrons in locating materials.
- Process new materials.

Teachers' Responsibilities
- Provide students with a purpose to use the library media center.
- Conduct learning activities that incorporate information literacy and curricular mastery. Collaborate with the library media specialist. Assure that all students actively use the library media center.
- Conference with students and establish goals.
- Reinforce RR strategies in classroom.
- Allow students to utilize the media center.
- Use trade books to enrich the curriculum.
- Serve on the Library Advisory Committee.
- Help evaluate materials.
- Request items to supplement instruction from the library media specialist.

Parents' Responsibilities
- Monitor home reading.
- Promote reading and worthwhile television viewing.
- Attend Family Reading or Literacy Events

Students' Responsibilities
- Use a variety of information resources to acquire knowledge.
- Seek quality literature.
- Respect property and others while using the library media center.
- Become an independent, lifelong learner and user of information.
- Contribute effectively and responsibly to the learning community.

Late Hours
The media center is open until 4:00 p.m. every day of the week for teacher access.

Mission Statement
Morningside Elementary School's library media program will develop lifelong readers, information seekers, and problem solvers. The program will enable individuals to access, analyze, assimilate, and use information effectively. The program will provide educational and technological opportunities to students and staff in keeping with their abilities and needs.

Media Center Motto & Rules
"We Aspire to Soar Higher" is the school's as well as the library's motto. The students are encouraged to find answers for themselves.

Rules:
- Quiet, please.
- Show respect to yourself and others
- Be responsible with school property.
- Keep hands and feet and objects to yourself.

Procedures:
- Enter and exit in a single file line.
- Students do not use back door as an entrance unless accompanied with an adult.
- Students are not permitted to use the library restroom.
- Limit 4 minutes at search stations.
- Guided Reading book area, media office and behind circulation desk are off limits to students.

Consequences:
- Conference with the media specialist.
- Time-out from activity.
- Conference with the teacher and the media specialist.
- Phone call to parent/guardian.
- Removal of media privileges.
- Extra assignment or job in the media center.
- Referral to the administration.

Rewards:
- Given DOJO points, as part of school wide system.

Automation
Destiny Resource Manager - Distributed (v14.0.0.15 08/19/2016)

Customer # 0100675
Technical Support # 1-866-639-76

Cataloguing Software
Mitinet's MARC Wizard/MARC Magician

Scheduling (Fixed vs. Flexible)

All classes have a scheduled media time bi-weekly. Library is open from 8:45 to 4:00, Monday through Friday. Students will be engaged in various activities including storytelling, readers' theater, and Smart-board interactive lessons. Flex times are designated for collaborative lessons and activities.

Collection Name	Identify/Location	Materials
Regular	Media Center	books, professional materials, videos, kits
Equipment	EQ/ Individual Classrooms, Grade Level Chairpersons, AV Room	All equipment and instructional tools
Textbook	TX/Assigned to teachers	Teacher and student editions
Guided Reading	Library	Leveled readers in sets for small group instruction, not in Destiny

Arrival and Departure

The students will enter through the right side of the front double doors of the media center. Students will place books on purple cart to have them checked in. The teachers will supervise and assist the students until the media instruction begins. If the media staff is not visible upon the class' arrival, the teacher will remain with the class. During the final fifteen minutes of circulation, the teacher will be available to assist with supervision of students. The students will exit quietly through the right side of the front double doors.

Library Passes (Open Time)

The Library services students from 8:15am to 2:40pm daily. Each student will have a library tag and/or folder and these will serve as a library hall pass to the media center. Teachers may send students to do research, AVL, free reading time, tutoring, etc. Note or behavior folder should accompany the student.

If library class is not in progress, library is open for circulation.

Make-Up of Weekly Classes

If the class time is forgotten, the media staff will attempt to make arrangements for the class to exchange books.

Library Supplies

For third grade through fifth, each child will need to bring the following items to media class:

- Library folder
- Sharpened pencil

Occasionally, the media staff will send home parent letters requesting supplies, ingredients, materials for literature extension lessons and/or requests for volunteering with library activities.

Issuing Textbooks

The students will write their names in the textbooks that are issued. Textbook issuance will be done through Destiny-Textbook manager. Teacher's editions and materials will also be checked out through Destiny, the library's automation software.

Collecting Textbooks

A mid-year check is conducted by classroom teachers. After completing final exams, each teacher will have his/her students turn in their textbooks. The teacher will verify the textbooks' numbers and the library staff will visit each class to do an inventory count. Students will be required to pay repair costs for damages to the textbooks if any are found. Students will receive a clearance slip or "Missing Items" letter on that day.

Student Circulation

Grade Level	Book Limit	Beginning Month	Take Home Status
Kindergarten	1	End of September	Fourth Quarter
1	1	August	Third Quarter
2, 3, 4, 5	2 or 3, after October	August	First Quarter
Special Education	2	Upon Teacher Request	Upon Teacher Request

Classes may have a reduced number of books checked out as penalty for inappropriate behavior. Students will begin checking out books as soon as they have:
- taken the Scantron assessment
- completed their goal sheets
- completed library orientation

(Students' ZPD should be written on the goal sheets with appropriate dot/color indicated book level listed on outside of folder)

Students should balance fiction with nonfiction selections.

Students will be encouraged to check out books according to their ZPD ranges.

All loan periods for students are 14 days.

Overdue/ Damaged/ Lost Items

If a student has an overdue item, he/she will be unable to check out another item until the overdue item is returned.

Class overdue notices will be printed once a month. **Fines are not assessed for late items**; however, the students are encouraged to return the items as quickly as possible so others can enjoy the books.

The usual price for a lost book is the replacement value of the item plus estimated shipping, processing, and cataloging charges. Damaged or lost books must be paid for before the student can check out other items or be cleared for transfer or for the end of the year.

Students will receive a receipt indicating the date, the student's name, amount paid, and name of item involved.

New Students
The registrar will enter new student data in iNOW. Nightly updates will move student data to Destiny. Tags and folders will be issued at that time. Teachers will send new students to the library so that they can receive textbooks. The teacher will assure that the Scantron assessment has been administered before student can use library resources.

Withdrawing Students
Withdrawing students shall return their textbooks to the teacher. The teacher will verify the returned textbooks through his/her iNOW records and notify office if student is clear or not. Library materials will be sent to the media center on their last day and student workbooks should be sent to the library so that they can be sent to new school if in the district. Any past due library materials will be tracked to the student's next school (as long as they are in Mobile County) through Destiny.

Teacher Circulation
Teachers have unlimited access to the library resources, but all items must be checked out by the library media staff. Teachers are set in Destiny for a lending period of 14 days like the students. Items should be returned in a timely manner.

Overdue/ Damaged/ Lost Items
Teachers will receive overdue lists once a month. Fines are not assessed for late items; however, items should be returned as quickly as possible so others can use them.

Material Request
Teachers can search the media center database using Destiny. They can print out the listing and circle the items that are needed.

School Use Only
Because of the wear and tear on the equipment (i.e. computers, copiers, printers, laminators) and the additional use of supplies, please limit use of these items to school-related projects.

Computer Maintenance
Regular maintenance helps prevent loss of data or unnecessary stress and service calls.

1. Daily
   - Check for proper ventilation.

- Wipe accumulated dust from the monitor.
- Make sure the surge protector is working. Check the status light if available.
- Shut down properly and cover components before leaving.

2. Weekly
   - Inspect and clean the keyboard and the mouse. Purchase of a keyboard cover is recommended.
   - Back up files.
   - Wipe away fingerprints or dirt from the monitor.
   - Remove dust from the cords.

3. Monthly
   - Remove excess dust from the ventilation holes on the back of the CPU tower.

Copyright Policy
Refer to the Copyright for Schools: A Practical Guide (3rd edition).

A warning concerning copyright restrictions will be placed on all photocopiers, scanners, and DVD/CD burners.

Refrain from copying commercial videos or software. Purchased or rental videos may be used for direct instruction only and may not be used for entertainment.

Media Phone
The media center phone number is 221-1545. The media phone is to be used by the library staff only.

Parent & Community Volunteers
Parent volunteers are always welcome in the media center. Please refer interested parents to the media specialist.

Foster Grandparents and college students (Spring Hill & USA) are given designated areas for the tutoring of our students.

Student Work/Project Displays
Classroom projects and creative displays are always welcome in the media center. Displays can be three-dimensional, wall hangings, student writings, and much more. Before throwing away or returning a fantastic project, please send them to the library media center. Students love to browse their peers' creations while displaying their hard work.

Library Media Advisory Budget Committee
See the Mobile County Library Information Handbook for more details.

The committee will consist of the library media specialist, administrator, and one teacher from K-2 and 3-5, a special education teacher, and a parent representative. This committee will meet during the first quarter to review long and short-term goals and to draft a budget. Additional meetings will be held as needed. Minutes will be typed and distributed to the faculty. This committee will also consider any "Citizens Request for Reconsideration of Instructional Materials" forms that are received. This committee will serve as the central office liaison.

Sara Givens, Library Media Specialist
Vera Davis, Counselor
LeCrystal Lofton, MCPSS employee and parent
John Oreye, Special Education teacher
Brandi Brye– Third Grade
Karyn Houtzager – Second Grade

Library Accounts
- Local library funds – book fairs, fund raisers, donations, book replacement charges
- Textbook funds – lost or damaged books
- Library Enhancement – (possibility)
- Title I – federal money (possibility)
- Technology – state money (possibility)
- Grant awards

Budgeting Process
- Survey the faculty to determine the needs.
- Set a date to meet with the Library Advisory Committee. Recommended purchases will be discussed at the meeting.
- Compile the Library Media Center budget and present it to the Local School Budget Committee for final approval.
- Purchase is approved by Dr. Dumas, principal.
- Purchase order requests given to the Crystal Blackmon-Davis, school bookkeeper, for payment.

Reconsideration Procedures (Challenging Library Resources)
See the Mobile County Library Information Handbook for more details on selection and reconsideration procedures.

Any member of the school community may challenge an item in the collection. Persons requesting reconsideration of an item must complete the Citizens Request for Reconsideration of Instructional Materials form in its entirety. If the complainant still wishes to submit a formal complaint after having the selection process explained to them, forms may be obtained from the principal.

Acceptable Internet Use Policy

All students and parents should have on e-file a signed copy of the Mobile County Public Schools Acceptable Internet Use Policy (completed during registration). Names of the students whose parents objected to using the Internet should be sent to the media staff; the media staff will explain the benefits of the Internet to the parents. If the parents still disagree with the use of the Internet, the students' library folders must be marked with a symbol indicating that they cannot use the Internet.

Contemplate doing the following:
- Discuss acceptable Internet etiquette with the students. Explain the no-tolerance attitude and severe consequences for misbehaviors.
- Model using the LCD projector requiring independent work.
- Team up with a colleague and do a short tech-break for both classes.
- Preview a website before using with students. Beware of seasonal advertisements.
- Require students to use predetermined websites.
- Display acceptable websites around the computer on sentence strips.
- Display students' work that utilized the Internet.
- Encourage students to e-mail administration and/or family members explaining what they have accomplished using the Internet.
- Highlight the students' accomplishments in weekly newsletters.
- Invite a parent volunteer to monitor the computer station.
- Establish links on the embedded teacher page of school's website via School Insites.

Utilize Alabama Virtual Library (AVL), Discovery Education, MCPSS Library Media Sharepoint Resources, TRIP for Mobile County School System, Big Universe, Stride Academy, Epic for Educators.com or child friendly search engines to find information.

Safety Plan

Refer to local school safety plan for more details. Copy kept in library office.

In Case of Fire
- Form a single line at the back door of the media center.
- The media specialist will turn off the lights and lock the doors as the last student is leaving the media center.
- Form a single line in back of blacktop.
- The media specialist will inform the individual teachers that they have their students.

In Case of Tornado
- The students will exit the media center and position themselves in the third grade hallway and alongside the computer lab.

In Case of Hostile Intruder/Lockdown
- Send for immediate assistance from main office.
- All doors locked, blinds down and lights out.
- Students hidden under tables or out of sight in utility room & restroom.

Peers

Textbook Depository
Clarea Bell 221-5106

Technology Support Teacher
Michelle Collier, Microcomputer Services, 221-4108

Technical Support
Sheree Moore, Microcomputer Services, 221-5142

Email Support
Neal Sizemore, 221-4568

DIP Public Library
Karen Chapman
Children & Young Adults Program Coordinator
Phone: 251-470-7766
kchapman@mplonline.org

Schoolwide Focus

Goals of Reading
- Sight word & high frequency word acquisition
- Improving test scores.
- Instilling a love of reading in all students.
- Developing lifelong learners and critical thinkers.

Four Essential Components in Reading Skill Acquisition
- Read to, read with, and read independently (TWI)
    - TWI should be 60 minutes a day for grades 3 and above
    - TWI should be 45 minutes a day for second graders
    - TWI should be 30 – 45 minutes a day for K – 1st.
- Implementing a Reading Motivation System
- Instructing, monitoring, and intervening systematically

Key Philosophy
- Must balance instruction with practice
- "Practice makes permanent."

TWI Incorporate Zone of Proximal Development (ZPD)
- ZPD is the range between what's too easy and what's too hard for a student to read. Students should be challenged about one half of a year above their identified levels. Use chart to set goals. Push for improvement, but temper progress with success.

We will use the Accelerated Reading rating system to determine the "just right" book.
- Student selects and reads a book.
- Teacher meets with student weekly to determine if the student is having reading problems or by challenging students to increase growth.

Key Reports
- Diagnostic Report – weekly monitoring of whole class (if still available)
- Student Record – individual monitoring (if still available)

Reading Motivation System
- Students make choices.
- Teachers' enthusiasm and classroom incentives.
- Modeling.
- Use extra reading time as a reward. Morning incentive program.
- See included media center school-wide plan.

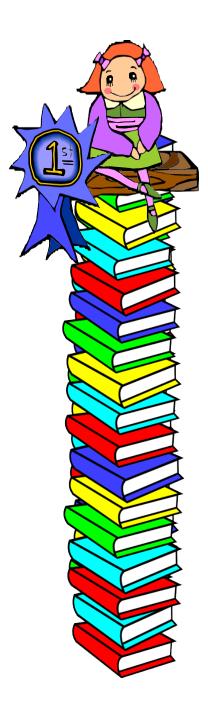Five Areas for Establishing Class/Student Goals
- Reading Level (ZPD) "Challenge"
- Points or "quantity" of practice
- Percentage Correct
- Engaged time reading
- Balance of fiction with nonfiction reading selection

Establish Student Goals
- Administer Scantron during the district's Universal Screening Periods. (Aug/Sep, Oct/Nov and Jan/Feb)
- Based on ZPD rating, use goal setting chart.
- Conference with individual students about personal goals.
- Adjust goals as necessary, never lower a ZPD unless he/she have been unsuccessful.
- Explain to students that goals are just dreams with dates assigned to them.

Status of the Class
- Check reading logs for progress & teacher monitoring.

Morningside Elementary School's
Accelerated Reader Incentive Plan

(…IF THE DISTRICT CONTINUES THE AR CONTRACT)

QUARTERLY INCENTIVES

Every quarter, students that have maintained an 85% or better average and have met their individual point and book level goals will have their picture taken and posted in the hallway.

MONTHLY AND YEARLY INCENTIVES

Reading contests such as "Book-it" from Pizza Hut and various contests and events such as *Read across America, Halloween Trick or Treat Sight Word Event, and Read to Ride Reading Contest* held during the school year offer even more opportunities for motivating reading.

Hall displays throughout the school acknowledge teachers/classes/students as they reach their individual goals.

Students that reach individual goals throughout each quarter will be treated to an *Ice Cream Social* in the library media center at the end of the school year.